Guidelines for Submission to the 2015 PEPFAR Small Grants Program
U.S. Embassy Port of Spain

The PEPFAR Small Grants Program (PSGP) is part of the Caribbean Regional Partnership Framework against HIV/AIDS and focuses on community based prevention activities to reduce the spread of HIV, reduce AIDS related stigma and discrimination, and encourages communities to cooperate in fighting the epidemic.

Eligibility for Funding:

Community-based organizations (CBOs), local non-governmental organizations (NGOs), faith based organizations (FBOs), clubs, and individuals from **Trinidad and Tobago only**. Governmental agencies are no longer eligible to receive these funds. Preference will be given to organizations that have not previously benefitted from this source of funding.

Description of Eligible Projects

Globally PEPFAR seeks to:
✓ Encourage bold leadership at every level to fight HIV/AIDS,
✓ Apply best practices within our bilateral programs in concert with host government's national HIV/AIDS strategies,
✓ Encourage all partners to coordinate, adhere to sound management practices and harmonize monitoring and evaluation efforts.

In keeping with PEPFAR goals and the priorities of the Caribbean Regional Partnership Framework, projects should focus on key populations and persons engaging in high risk behavior. Gender issues should also be addressed. Projects should reach out to communities and persons most affected by the issues being addressed, should increase the communities awareness of HIV/AIDS and advocate for action at the local level and within the country's leadership. The projects should further provide opportunities to promote discussion and action to combat HIV/AIDS and related issues.

The program strongly supports **creative, original, and innovative ideas** and should be supported by local government and/or business communities, and communities and persons most affected by the issues being addressed.

The funds may be used to support activities in the following broad areas:

a. Activities enlisting the input and involvement of persons living with HIV/AIDS (PLWHAs).
b. Activities which focus on serving the key populations such as: Men who have sex with Men (MSM) and the sex worker (CSW) populations.
c. Activities that address the issue of gender and gender norms as it relates to these populations.

Funds may NOT be used for the following:

a. Furniture or equipment purchases (i.e. computers, office equipment and supplies, and equipment).
b. Procurement of consumables for treatment or testing programs.
c. Procurement of antiretroviral drugs.
d. Large-scale programs requiring more than one-time funding or **exceeding US$10,000**
e. Salaries and benefits for staff or volunteers.
f. Supplanting existing funding.
g. Governmental agencies.
h. Activities that target general populations
i. Large scale public events that are one off activities
j. Activities that target youth in school who are outside of the key populations mentioned earlier

Proposal Format:

Applying entities have flexibility in the formatting of their proposal submission, but **at minimum all proposals** are required to include the following**:**

✓ Background and administrative information on applying organization, including point-of-contact. In case of an **organization**, a listing of the organization's management and/or board is also required. In addition, a **foundation** should also provide an official record of its registration;
✓ Detailed project description with measurable goals and objectives;
✓ Project justification;
✓ A list of all potential partners;
✓ Population and geographic area targeted; including the number of people expected to be reached;
✓ In preparing the proposal, the applicant should keep in mind that every project is subject to a pre- and post situation/knowledge evaluation and should thus be budgeted accordingly;
✓ Timeline of planned activities. **No project can exceed a 9 month timeframe;**
✓ Detailed and complete budget and cost estimates **in U.S. Dollars**. This should include funding from all potential co-donors. **

** Please note: Each project proposal must include a detailed budget of estimated project costs. Cost estimates and quotes should be thoroughly researched prior to submission. If approved, the receiving organization must follow the budget submitted. The Embassy should be notified of any and all other potential donors up front as it reserves the right to reject any potential co-donors it deems inappropriate. Failure of notification can lead to suspension of project funding.

Expense	US Embassy Portion	Organisation's Contribution	Community Contribution	Total Cost

All submitted proposals will be subject to a recommendation process by the National AIDS Program to make sure the project is within the goals and objectives of the National Strategic Plan for HIV/AIDS.

Midterm Review

All selected projects will be required to submit a mid-point progress report and a full end project report. Depending on the nature of the project additional updates/ site visits could be requested. Failure to submit reports could lead to suspension of project funding.

Final Reporting:

Subsequent to the completion of a project, a detailed report will have to be submitted **within thirty (30) days** following the last activity. This report must include:
✓ The number of people reached/trained with the project;
✓ The strengths and weaknesses of the project;
✓ Indicators of achievement; each selected project will get a relevant set of basic indicators to report on ;
✓ A complete breakdown of project expenditures in U.S. Dollars, to include co-funded components and all original receipts;
✓ Copies of all materials (flyers, pamphlets, posters etc.) produced as part of this project;
✓ The format for this report will be provided to successful applicants.
This report will be due within 30 days after completion of the project.

Proposals may be submitted as an attachment via email only to:

Cultural Affairs Assistant
Email: ircpos@state.gov

Please use "PEPFAR Small Grants Program" in the Subject line.